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3 October 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report -- Week  
Ending 3 October 1975

1. Recruitment:

a. In a conversation with Dean Edmund A. Gullion, former Ambassador to the Congo and Dean of the Fletcher School of Law and Diplomacy, a point was made that our "admission standards are probably very similar." This was noted by the Assistant Dean, Larry Griggs, in reflecting upon CIA's recruiting success on that campus over a period of many years.

b. Per conversation with [redacted], the reception at Fletcher School of Diplomacy was excellent. Several members of the administration took the occasion (which was his introductory meeting) to confirm their confidence in support of the Agency.

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c. A full set of application forms (not a resume) was received from a young man from Fletcher this week. His qualifications are indeed impressive and continue to be representative of the high quality of applicants from that school:

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[redacted]

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d. A study prepared by VPI of the average monthly salaries paid to Co-op students by 176 companies, including CIA, revealed the following:

Average Monthly Salary                      \$619 - \$814

Salaries Paid by the Agency                \$633 - \$789

The 5% Pay Increase in  
October will increase  
our salary range to:                      \$665 - \$828

e. Recruiter [ ] reports mounting interest in CIA's Summer Intern Program in the Midwest. Flyers have just been received on the campuses there and several placement officers have phoned to inquire about his recruiting schedule in order to accommodate the many inquiries being received.

25X1A

f. The ad for artists for OTS which we ran in the Washington Post has broken all known records for the past five years -- 251 responses.

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g. Per [ ] his office has received several calls this week from applicants previously rejected who are calling back to say they are minority applicants. Reportedly, their calls were stimulated by some recent newscaster's comments about Agency recruitment efforts. We are trying to run down the specific newscast concerned.

2. Combined Federal Campaign: The annual Combined Federal Campaign has been scheduled for 14 October through 9 December 1975. Persons representing the Directorates have been designated, and a planning meeting with them has been scheduled. Plans are also underway for a CFC rally to be held in the auditorium. We are attempting to get an outside speaker for this gathering which will be attended by CFC key persons.

3. EAA (Christmas Sales): On an experimental basis, the EAA Store purchased over \$200 worth of Hallmark Christmas candles. Response was overwhelming, the candles being almost sold out the first day they were on sale. More candles are being ordered. One apparent reason for their popularity is the fact that it is almost impossible to buy them at a discount anywhere else at this time of year.

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25X1A 4. Position Management: A meeting was held with the  
25X1A [ ] and other NE officers to discuss the establish-  
ment of a position for a technical advisor to the COS,  
[ ] it will be a [ ] position.

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5. Staff Personnel Division Activity:

a. Professional Staffing Branch reports that for the week ending 26 September 1975, they reviewed 54 new files (three minority), put into process 17 (no minority), and rejected 27 (two minority). A total of 210 files in all stages were reviewed.

b. For the month of September 1975, PSB reviewed 165 new files (10 minority), put into process 87 (one minority), and rejected 114 (9 minority). A total of 806 files in all stages were reviewed.

6. Reserve Affairs:

25X1A a. [ ], Deputy NIO for Economic Affairs, will address the Agency's reserve officers on the subject of Resource Shortages: A Survey of the World's Food and Natural Resources. His presentation will be in the auditorium on Monday, 6 October, at 1745 hours.

b. The Department of the Air Force Focal Point Officer advised that Major Herbert M. Kline could not be released for assignment to the Intelligence Community Staff.

7. Rehired Annuitants:

a. The following rehired annuitant case was approved for the Directorate of Administration:

[ ]

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Coming Events:

1. Review Staff/OP will continue with research and rewriting of various proposed revisions of handbooks.
2. Plans Staff/OP will prepare for the deferred presentation to the Management Committee on trends in professional strength.
3. We will continue plans for the October Fair which will be held in "J" Corridor of the first floor of Headquarters the week of 20 October.

F. W. M. Janney  
Director of Personnel

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